



**PERMITTING AND DEVELOPMENT REVIEW DIVISION
FREDERICK COUNTY, MARYLAND**

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

**BUILDING PERMIT APPLICATION SUBMITTAL
CHECKLIST FOR APARTMENTS OR CONDOMINIUMS**

- ☐ 1. Completed application form for Residential Permits –Attachment (A) New Apartment or Condo Unit, for each unit. A separate application form is done for the “Parent Structure”.
- ☐ 2. Eleven (11) copies of site plan and plot plan per requirements noted in Attachment (B) Apartments or Condominiums.
- ☐ 3. Three (3) copies of complete construction plans, unless dwelling type is an Approved Blanket Plan.
- ☐ 4. Approved Blanket Plans: Three (3) copies of the original Blanket Plan Form approved by Plan Review, with any options circled that pertain to the specific building or unit each application is for.
- ☐ 5. Print out from the Maryland Department of Assessments and Taxation Real Property Data website www.dat.state.md.us for the property. Note: Each condominium unit will have it's own tax ID number, and will require a print out for that tax ID number.
- ☐ 6. Notarized letter of permission when the registered Homebuilder is not the property owner, or when the registered Homebuilder is applying for a contract purchaser. A copy is needed for each building and shall include all tax ID numbers for the building.
- ☐ 7. When property is within an incorporated town, paperwork from the town is required before a permit application may be submitted. Contact the town for details.
- ☐ 8. All fees are due at time of application, with the exception of excise tax, impact fees and tap fees when applicable. See fee calculation sheet included with Attachment A.

Related Permits

Permit Issuance

The “Parent Structure” permit application must be issued at the same time as the issuance of the individual units.

APPLICATION INFORMATION

Where to apply: Applications are accepted in the Department of Permits and Inspections, at the address on page one of this form.

When Applications Are Accepted: Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm. There is a limit of three submittals per applicant, at one sitting. Apartment buildings and Condominium buildings should be applied for in the morning

Plan Review Timeframes:

The review timeframe by Plan Review is three weeks for their initial review comments for new dwellings that are not Blanket plans. Blanket plan dwellings are reviewed in one week for initial comments.

Agency Review Status: Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website www.FrederickCountyMD.gov/DPDR.

Permit Issuance:

The issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested.

The issued Building Permit packet will contain the permit copy, the permit placard to post on the property, a copy of the approved construction plans (except blanket plans previously approved), inspection procedures, and additional information.

It is important that you read over all paperwork included in your issued permit packet, including review comments on the permit copy and the construction plans. If you have any questions, please contact this office.

FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW
 DEPARTMENT OF PERMITS AND INSPECTIONS
 30 NORTH MARKET STREET
 FREDERICK, MARYLAND 21701
 301-600-2313 INFORMATION



A/P #
Process Date:
Application Reviewed By (initials):

Building Permit Application for New Apartment or Condo Building (Parent Structure)

SECTION I: CONTACT INFORMATION

Owner or Contract/Purchaser			Builder		
Property Owner or Name of company the building is being constructed for If different than the Registered Homebuilder			Name of State of Maryland Registered Homebuilder:		
Current street address for above company:			Registration Number: Exp Date:		
Town: State: Zip:			Current street (mailing) address for Homebuilder:		
Daytime Telephone number:			Town: State: Zip:		
Permit Service			Contact Person for Home Builder (Applicant/Contact):		
Name of Permit Service for Builder, when applicable:			Home Builder Company Telephone/Fax Number:		
Street (mailing address) :		Phone #	Home Builder Company e-mail Address:		
Town:	State:	Zip:			
Architect (this section required if Architect is applying)					
Contact Person for Permit Service (Applicant/Contact)			Registered Architect:		
Street (mailing address) :		Phone #	Street (mailing) address		
Town:	State:	Zip:	Town:	State:	Zip:

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):		Property Address Range for Units Within Building:	
Eight Digit Property Tax ID (account) #		Town: State: Zip:	
Acreage or Square Footage of Property:		Subdivision Name: Lot #	
Water Type : Well <input type="checkbox"/> Community <input type="checkbox"/>	Sewer Type : Septic <input type="checkbox"/> Community <input type="checkbox"/>	Is Property Within an Incorporated Town? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is there a roadside tree that will be disturbed or removed due to the propped construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.) Yes <input type="checkbox"/> No <input type="checkbox"/>			

SECTION III: BASIC BUILDING INFORMATION

Value of Construction:

\$ _____

Department of Commerce

Condominium Building ☐Apartment Building ☐**Gross Floor Area of Building**

Gross Floor Area includes all finished and unfinished square footage space and is measured by the exterior dimensions. It excludes attics, stoops, and crawl spaces. Any increment of a foot is dropped from the measurements.

_____ square ft.

Specific Dwelling Types - Check if applicable:Senior Housing Apt or Condo. Building ☐
Moderately Priced Dwelling Units(MPDU) ☐**Work Type**New - or - ☐
Replacement Apt or Condo Bldg? ☐
If Replacement Bldg, is replacement ☐ Yes
due to casualty or loss within one year? ☐ No**Building Height & Number of Levels**Building Height: _____
Number of Levels Including Basement: _____**Number of Units Within Building**

Number of units: _____

Mechanical SystemsHeating Fuel: _____
Heating System: _____
Central Air? ☐ Yes ☐ No**SECTION IV: CONSTRUCTION DETAILS****Blanket Plans/Non Blanket Plans**

If application is for a dwelling with Blanket Plans, two (2) copies of approved blanket form with all options indicated that are relevant to this permit must be attached to this permit application.

Blanket Plan Number: _____

Blanket Name & Elevation: _____

Unfinished Basement ☐Finished Basement ☐Partially Finished ☐No Basement ☐

Type of Egress:

Areaway ☐Bilco Door ☐Walk out ☐Window ☐Number of Bedrooms: ☐Number of Bathrooms ☐Attached Garage ☐Attached Carport ☐Number of cars ☐Number of cars ☐Number of Finished Room (s) above Garage ☐Unfinished Room (not attic) above Garage ☐Covered Porch ☐Screened Porch ☐Deck (no roof covering) ☐

Location & dimensions must be shown on plot plan.

Non-Blanket Applications

Foundation Walls:

Block ☐Concrete Pier ☐Concrete Pier ☐Masonry ☐Precast ☐Other ☐

Exterior Walls:

Brick ☐Frame ☐Steel ☐Other ☐

Exterior Wall Type:

Brick Veneer ☐Masonry ☐Siding ☐Steel ☐Wood ☐Stone ☐Stucco ☐Vinyl ☐Other ☐

Roof Type:

Truss ☐Rafter ☐Other ☐

Roof Cover:

Fiberglass ☐Membrane ☐Steel ☐Other ☐

Interior Walls:

Drywall ☐Other ☐

Floor Covering:

Hardwood ☐Carpet ☐Both ☐

Chimney:

Masonry & Pipe ☐Masonry ☐Pipe ☐Woodstove Insert ☐Free-standing ☐

Fireplace:

How many? ☐Propane Gas ☐Natural Gas ☐Direct Vent ☐Ventless ☐*Note: A propane tank requires a separate building permit.*

SECTION V: SITE RELATED INFORMATION

Setbacks	Grading
<div style="display: flex; justify-content: space-between;"> <div> Front _____ Rear _____ </div> <div> Right _____ Left _____ </div> </div>	A major grading permit is required for each apartment or condominium building, separate from the mass grading permit for the site.
<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 5px;">Septic System</div> <div style="display: flex;"> <div style="flex: 1;"> Site not served by septic New Septic Connection to Existing Septic Conventional Sandmound Name of Frederick County Licensed Septic Installer: _____ </div> <div style="flex: 0.1; text-align: center;"> <input style="width: 20px; height: 20px; margin-bottom: 5px;" type="checkbox"/> <input style="width: 20px; height: 20px; margin-bottom: 5px;" type="checkbox"/> <input style="width: 20px; height: 20px; margin-bottom: 5px;" type="checkbox"/> <input style="width: 20px; height: 20px; margin-bottom: 5px;" type="checkbox"/> <input style="width: 20px; height: 20px; margin-bottom: 5px;" type="checkbox"/> </div> </div> <div style="margin-top: 10px;"> Is septic area and construction area staked? <div style="display: flex; align-items: center;"> <input style="width: 20px; height: 20px; margin-right: 5px;" type="checkbox"/> Yes <input style="width: 20px; height: 20px; margin-right: 5px;" type="checkbox"/> No </div> </div> <div style="margin-top: 5px; font-size: small;"> If "No", please stake and notify Environmental Health when staked for site approval. </div>	

OTHER INFORMATION CONCERNING THE CONSTRUCTION THAT WILL ASSIST IN PROCESSING

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work requires a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit.

The permit application is valid for six months. The fee to extend an application is \$110.00. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

Signature

Please print name

Connection with application

Fee Worksheet for Apartment or Condominium "Parent Structure"

See separate fee Worksheet for "Apartment or Condominium Units"

Fill in applicable fees in the boxes below to determine fee due at time of application.

If property is within an incorporated town, please note *

1) Automation Enhancement Fee	\$ 10.00		All Building Permits
2) Filing fee	\$ 28.00		All Building Permits
3) Zoning fee*	\$ 52.00		Parent Structure
4) Health Department Review fee*	\$ 50.00		All permits with the exception of Incorporated Towns. If Town selects Health to review permit during the Town Review, then this fee will be paid at that time.
5) Building fee	\$ 219.00		Parent Structure
6) OLS fee per sq ft Enter total sq ft:	\$ 0.12	\$ -	Multiply total sq ft of all floor area, including common floor area, (same as bldg fee sf).
7) School Impact fee	\$ -		Impact fees are applied only to dwelling units. There is no impact fee due on the "Parent Structure".
8) Library Impact fee	\$ -		Impact fees are applied only to dwelling units. There is no impact fee due on the "Parent Structure".
9) Excise Tax	From Excise Tax Worksheet		This fee applies unless permit is for a replacement dwelling that is replacing a dwelling due to casualty or loss, and documentation is presented. It does not need to be paid at time of application, but must be paid prior to permit issuance.

TOTAL OF ALL BOXES FILLED IN	\$	Properties within Incorporated Towns - do not include fees with *
AMOUNT OF #9		If not paid at time of application, this amount due prior to issuance
TOTAL OF ALL LESS #9	\$	This fee amount must be paid at time of application.



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PLOT PLAN REQUIREMENTS FOR APARTMENTS OR CONDOMINIUMS
ATTACHMENT (B)

Eleven sets are required for the entire building. Each set shall contain one copy of the approved, stamped site plan in it's entirety and one separate copy of a plot plan showing the building enlarged to show detail. The plot plan must include the following:

- ☐ Property lines and property line dimensions for the property.
- ☐ Building Restriction Lines (BRL) and utility easements for the property.
- ☐ North direction arrow
- ☐ Scale of drawing
- ☐ Homebuilder's registered name and registration number.
- ☐ Street the building is situated on, with street name.
- ☐ List all addresses and associated apartment or condominium unit numbers.
- ☐ Proposed building location with setbacks from the proposed building to property lines.
- ☐ Any proposed accessory structures (i.e., detached garage) must be shown with setbacks in each direction from accessory structure to property lines and nearest structures.
- ☐ Detailed exterior building dimensions. Location and dimensions of any porches, decks, etc. **ONLY SHOW OPTIONS THAT ARE PLANNED TO BE BUILT FOR THE SPECIFIC BUILDING, NOT POSSIBLE OPTIONS.**

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A/P #
Process
Date:
Application Reviewed By (initials):

Building Permit Application for New Apartment or Condo Unit

SECTION I: CONTACT INFORMATION

Owner or Contract/Purchaser			Builder		
Name of company the building is being constructed for If different than the Registered Homebuilder:			Name of State of Maryland Registered Homebuilder:		
Current street address for above company:			Registration Number: Exp Date:		
Town: State: Zip:			Current street (mailing) address for Homebuilder:		
Town: State: Zip:			Town: State: Zip:		
Architect (this section required if Architect is applying) Registered Architect:			Contact Person for Home Builder (Applicant/Contact):		
Street (mailing) address			Home Builder Company Telephone Number:		
Town: State: Zip:			Home Builder Company Fax Number:		
Permit Service Name of Permit Service for Builder, when applicable:			Home Builder Company e-mail Address:		
Street (mailing address) :					
Town: State: Zip:					
Contact Person for Permit Service (Applicant/Contact)					

SECTION II: PROPERTY INFORMATION

Current Property Owner(s):				Property Address for Apt or Condo Unit :			
Eight Digit Property Tax ID (account) #				Town: State: Zip:			
Acreage or Square Footage of Property:				Subdivision Name: Lot #			
Water Type : Well <input type="checkbox"/> Community <input type="checkbox"/>		Sewer Type : Septic <input type="checkbox"/> Community <input type="checkbox"/>		Is Property Within an Incorporated Town? Yes <input type="checkbox"/> No <input type="checkbox"/>			

SECTION III: BASIC BUILDING INFORMATION**Value of Construction:
For the Individual Unit**

\$ _____

Department of CommerceApartment within an Apartment Building ☐Condo within a Condominium Building ☐Accessory Apartment ☐Caretaker Apartment ☐**Gross Floor Area of Dwelling Unit**

Gross Floor Area includes all finished and unfinished square footage space and is measured by the exterior dimensions. It excludes attics, stoops, and crawl spaces. Any increment of a foot is dropped from the measurements.

_____ square ft.

Specific Dwelling Types - Check if applicable:Senior Housing Apt or Condo. Building ☐
Moderately Priced Dwelling Units(MPDU) ☐**Work Type**New - or - ☐
Replacement Apt or Condo Bldg? ☐
If Replacement Bldg, is replacement ☐ Yes
due to casualty or loss within one year? ☐ No**Building Height & Number of Levels**

Building Height: _____

Number of Levels Including Basement: _____

Number of Units Within Building

Number of units (one of) _____ units

Mechanical Systems

Heating Fuel: _____

Heating System: _____

Central Air? ☐ Yes ☐ No**SECTION IV: CONSTRUCTION DETAILS****Blanket Plans/Non Blanket Plans**

If application is for a dwelling with Blanket Plans, two (2) copies of approved blanket form with all options indicated that are relevant to this permit must be attached to this permit application.

Blanket Plan Number: _____

Blanket Name & Elevation: _____

Unfinished Basement	<input type="checkbox"/>	Type of Egress:	
Finished Basement	<input type="checkbox"/>	Areaway	<input type="checkbox"/>
Partially Finished	<input type="checkbox"/>	Bilco Door	<input type="checkbox"/>
No Basement	<input type="checkbox"/>	Walk out	<input type="checkbox"/>
		Window	<input type="checkbox"/>

Number of Bedrooms:	<input type="checkbox"/>	Number of Bathrooms	<input type="checkbox"/>
Attached Garage	<input type="checkbox"/>	Attached Carport	<input type="checkbox"/>
Number of cars	<input type="checkbox"/>	Number of cars	<input type="checkbox"/>
Number of Finished Room (s) above Garage	<input type="checkbox"/>		<input type="checkbox"/>
Unfinished Room (not attic) above Garage	<input type="checkbox"/>		<input type="checkbox"/>
Covered Porch	<input type="checkbox"/>	Screened Porch	<input type="checkbox"/>
Deck (no roof covering)	<input type="checkbox"/>		<input type="checkbox"/>

Location & dimensions must be shown on plot plan.

Non-Blanket Applications

Foundation Walls:		Exterior Walls:	
Block	<input type="checkbox"/>	Brick	<input type="checkbox"/>
Concrete Pier	<input type="checkbox"/>	Frame	<input type="checkbox"/>
Concrete Pier	<input type="checkbox"/>	Steel	<input type="checkbox"/>
Masonry	<input type="checkbox"/>	Other	<input type="checkbox"/>
Precast	<input type="checkbox"/>		
Other	<input type="checkbox"/>		

Exterior Wall Type:			
Brick Veneer	<input type="checkbox"/>	Stone	<input type="checkbox"/>
Masonry	<input type="checkbox"/>	Stucco	<input type="checkbox"/>
Siding	<input type="checkbox"/>	Vinyl	<input type="checkbox"/>
Steel	<input type="checkbox"/>	Other	<input type="checkbox"/>
Wood	<input type="checkbox"/>		

Roof Type:		Roof Cover:	
Truss	<input type="checkbox"/>	Fiberglass	<input type="checkbox"/>
Rafter	<input type="checkbox"/>	Membrane	<input type="checkbox"/>
Other	<input type="checkbox"/>	Steel	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Interior Walls:			
Drywall	<input type="checkbox"/>	Other	<input type="checkbox"/>

Floor Covering:			
Hardwood	<input type="checkbox"/>	Both	<input type="checkbox"/>
Carpet	<input type="checkbox"/>		

Chimney:		Fireplace:	
Masonry & Pipe	<input type="checkbox"/>	How many?	<input type="checkbox"/>
Masonry	<input type="checkbox"/>	Propane Gas	<input type="checkbox"/>
Pipe	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>
Woodstove Insert	<input type="checkbox"/>	Direct Vent	<input type="checkbox"/>
Free-standing	<input type="checkbox"/>	Ventless	<input type="checkbox"/>

Note: A propane tank requires a separate building permit.

SECTION V: SITE RELATED INFORMATION

Setbacks		Grading
<div style="display: flex; justify-content: space-between;"> <div>Front _____</div> <div>Right _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Rear _____</div> <div>Left _____</div> </div>	<p>A major grading permit is required for each apartment or condominium building, separate from the mass grading permit for the site.</p> <p>The major grading permit is connected to the "Parent Structure" permit.</p>	
Septic System		
<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>Site not served by septic <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>New Septic <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>Connection to Existing Septic <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>Conventional <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>Sandmound <input style="width: 30px; height: 20px;" type="checkbox"/></p> <p>Name of Frederick County Licensed Septic Installer: _____</p> </div> <div style="flex: 0.1; text-align: center;"> <input style="width: 20px; height: 20px;" type="checkbox"/> <input style="width: 20px; height: 20px;" type="checkbox"/> <input style="width: 20px; height: 20px;" type="checkbox"/> <input style="width: 20px; height: 20px;" type="checkbox"/> <input style="width: 20px; height: 20px;" type="checkbox"/> </div> </div>		
<p>Is septic area and construction area staked? <input style="width: 30px; height: 20px;" type="checkbox"/> Yes</p> <p style="margin-left: 280px;"><input style="width: 30px; height: 20px;" type="checkbox"/> No</p> <p>If "No", please stake and notify Environmental Health when staked for site approval.</p>		

OTHER INFORMATION CONCERNING THE CONSTRUCTION THAT WILL ASSIST IN PROCESSING

IMPORTANT - PLEASE READ CAREFULLY

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work requires a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit.

The permit application is valid for 6 months. The fee to extend an application is \$110.00. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

Signature

Please print name

Connection with application

Fee Worksheet for Apartments or Condominiums

Fees Are Applied to Each Unit- Use One Worksheet Per Unit

Fill in applicable fees in the boxes below to determine fee due at time of application.

If property is within an incorporated town, please note *

1) Automation Enhancement Fee	\$ 10.00	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	All Building Permits
2) Filing fee	\$ 28.00	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	All Building Permits
3) Zoning fee*	\$ 87.00	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Each Dwelling Unit
4) Health Department Review fee*	\$ 50.00	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	All permits with the exception of Incorporated Towns. If Town selects Health to review permit during the Town Review, then this fee will be paid at that time.
5) Home Builder Guaranty Fund Fee	\$ 50.00	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Each Condo Unit. This fee is not applicable to Apartments
6) Building fee	\$ 439.00	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Each Dwelling Unit The gross square footage includes all finished and unfinished square footage space and is measured by the exterior dimensions. It excludes attic, stoops and crawl spaces. Also, any increment of a foot is dropped from the measurements.
7) School Impact fee	\$ 2,368.00	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #cccccc;"></div>	This fee applies unless a waiver has been granted by the Development Review Planning Director. It does not need to be paid at time of submission, but must be paid prior to permit issuance.
8) Library Impact fee	\$ 477.00	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #cccccc;"></div>	This fee applies unless a waiver has been granted by the Development Review Planning Director. It does not need to be paid at time of submission, but must be paid prior to permit issuance.
9) Excise Tax	From Excise Tax Worksheet	<div style="border: 1px solid black; height: 20px; width: 100%; background-color: #cccccc;"></div>	This fee applies unless permit is for a replacement dwelling that is replacing a dwelling due to casualty or loss, and documentation is presented. It does not need to be paid at time of application, but must be paid prior to permit issuance.
TOTAL OF ALL BOXES FILLED IN		\$	Properties within Incorporated Towns - do not include fees with *
TOTAL OF 7,8 AND 9 ABOVE		\$	If not paid at time of application, this amount due prior to issuance
TOTAL OF ALL LESS 7, 8, AND 9		\$	This fee amount must be paid at time of application.

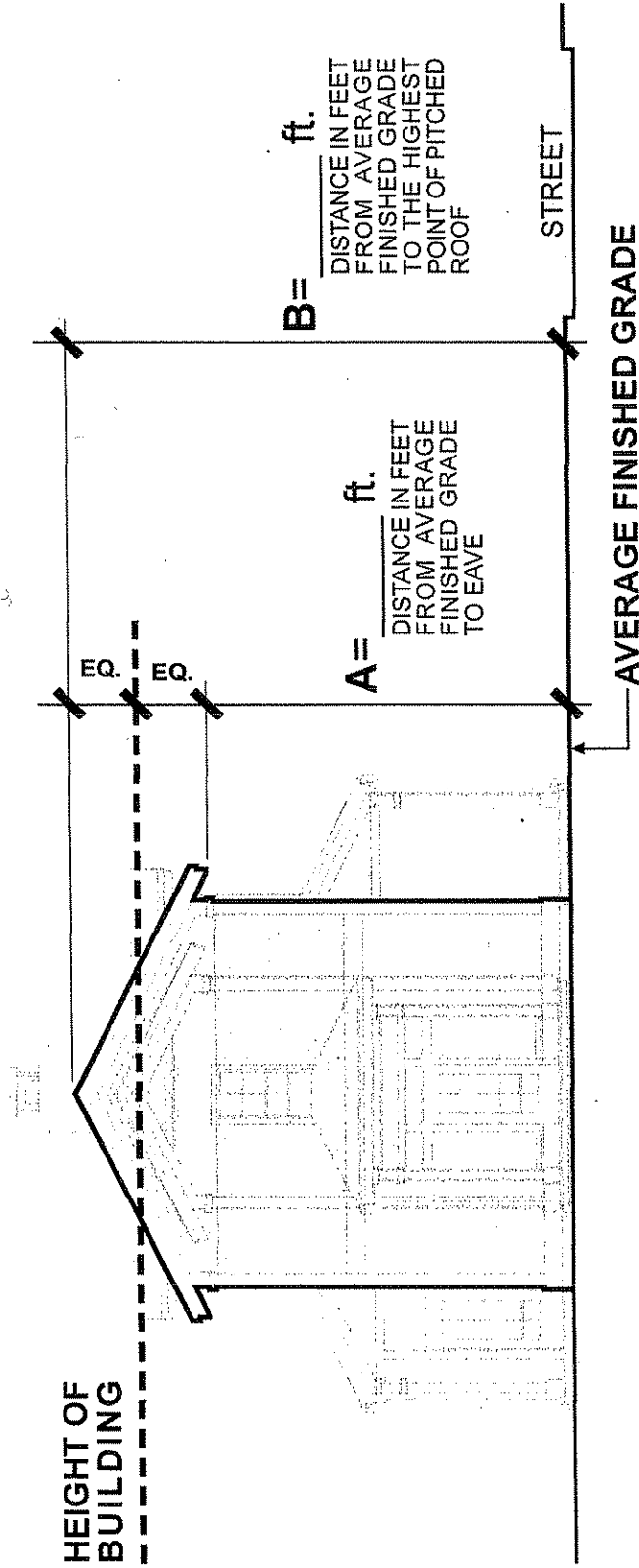


DIVISION OF PLANNING
ZONING ADMINISTRATION
FREDERICK COUNTY, MARYLAND 21701

12 East Church Street Frederick, MD. 21701 TEL. 301 694-2572 FAX 301 694-2054

DETERMINING HEIGHT OF BUILDING

The height is measured from the average finished grade ground level along the side of the building nearest the street to either the highest point of a flat roof or to the point one-half the distance between the eaves and the highest point of a pitched roof. (Frederick County Zoning Ordinance Definitions 1-19-04)



$$\text{HEIGHT OF BUILDING} = A + [(B - A) / 2]$$

HEIGHT OF BUILDING =

$$= \underline{\hspace{2cm}} + [(\underline{\hspace{2cm}} - \underline{\hspace{2cm}}) / 2]$$

FREDERICK COUNTY EXCISE TAX WORKSHEET
MULTI-FAMILY RESIDENTIAL CONSTRUCTION

Permit # _____
Applicant _____

APPLICANT IS TO PROVIDE EXACT SQUARE FOOTAGE FOR ALL UNITS AND BUILDING

Part I

1. Calculate the total square footage of the entire building, include all finished and unfinished square footage, using outside dimensions of the structure. Any portion of a foot is dropped from the measurement.

a. _____

2. Calculate the square footage of each individual dwelling unit

unit #1 _____; unit #4 _____; unit #7 _____; unit #10 _____;

unit #2 _____; unit #5 _____; unit #8 _____; unit #11 _____;

unit #3 _____; unit #6 _____; unit #9 _____; unit #12 _____

3. Total all of the dwelling unit square footages from step #2 and subtract from the total square footage of the building.

b. _____

= _____

c. _____

4. Divide the # from step #3 (c) _____ by the number of dwelling units _____ in the building to obtain (d).

d. _____

5. Add the # in step #4 (d) to each individual dwelling unit square footage to obtain "pro-rated" dwelling unit square footage. Continue with Part II below.

Part II

1. Total square footage of each dwelling unit from #5 above

2. Subtract 700 sq. ft.

3. Subtotal

4. Subtract 700 sq. ft.*

5. Remainder of sq. ft.

6. If all units are same square footage, multiply number of units by excise tax per unit to obtain total excise tax for building. If units are different square footages, fill out a separate part II for each unit, then add all units together to obtain total excise tax for building.

*(if the subtotal from #4 is less than 700 sq. ft., use actual square footage)

- 700

= _____

- _____

= _____

- _____

= _____

- _____

= _____

(No charge
for the 1st
700 sq. ft.)

_____ 0 _____

Add the next 2 figures below:

X 0.10 per sq. ft. \$ _____

+
X 0.25 per sq. ft. \$ _____

EXCISE TAX =
PER UNIT \$ _____

NUMBER OF UNITS X _____
TOTAL =
EXCISE TAX \$ _____
FOR BUILDING

See Reverse For Single Family Residential and Non-Residential Construction

Addressing Request Form Frederick County, Maryland



Frederick County, MD Enterprise GIS

Division of Permitting & Development Review / Department of Permits & Inspections, 30 North Market Street, Frederick, MD 21701

***Required Information**

***Type of Request (check all that apply):**

☐ New Construction ☐ Existing Verification ☐ Suite Assignment ☐ Single Family ☐ Multi-Family
☐ Tenant House ☐ Duplex ☐ Commercial ☐ Industrial ☐ Change of Address ☐ Other: _____

***Reason for Request:**

Property Information:

*Current or Parent Parcel Address: _____

*Parcel Tax Identification Number (Available from MD Dept. of Assessments 301-815-5350): _____

*Property Parcel Number: _____

*Lot Number (If applicable): _____

*Subdivision Name (If applicable): _____

*Adjoining or nearby addresses: _____

*A building location plan showing the entrance to the lot and/or structure to be addressed and/or site plan for address determination.

Please Note: A copy of the requesting property's deed may assist in expediting the process of address assignment.

Requestor Contact Information:

*Name: _____ *Phone: (_____) _____ - _____

*E-mail: _____

*Current Mailing Address: _____

*Signature of Requestor: _____ *Date: ____ / ____ / ____

Submission: Addressing requests must be submitted in person to the Division of Permitting & Development Review / Department of Permits & Inspections located at 30 North Market Street, Frederick, MD 21701.

Addresses will be issued 2-10 County business days.

For addressing questions please call 301-600-6838.

OFFICIAL USE ONLY

Date Received by IIT/Enterprise GIS: ____ / ____ / ____

Date Entered into GIS DB for Attribution: ____ / ____ / ____

Address to be assigned by parcel/lot number referenced above: _____

Date of Notification: ____ / ____ / ____

Date of Permit Address Changed: ____ / ____ / ____

NOTE: The new address is to be displayed and posted in accordance with Section 05-01-362 of the Frederick County Fire Prevention Code (copy of requirements attached).

Revision Date: 9 / 17 / 2008



Martin O'Malley, Governor
Anthony G. Brown, Lt. Governor
John R. Griffin, Secretary
Eric Schwaab, Deputy Secretary

effective Oct. 1
Roadside Tree Law - Changes to Permit

Passed in 1914, the Roadside Tree Law and its regulations were developed to protect Maryland's roadside trees by ensuring their proper care and protection and to ensure their compatibility with the public utility system.

Before a roadside tree* is trimmed or cared for in any way including removed, a **Tree Care Permit must be obtained from the Maryland DNR Forest Service**. A roadside tree is any tree that grows all or in part within a public road right-of-way**. A permit is also needed to plant a tree within the public road right-of-way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

During the 2009 Legislative Session, the Roadside Tree Law (NRA §5-401—5-406, Annotated Code of Maryland) was amended to state: "A county or municipality may not issue a building permit to an applicant for any clearing, construction, or development that will result in the trimming, cutting, removal, or injury of a roadside tree **until the applicant first obtains a permit from the Department** in accordance with this section." [NRA 5-406(D)] *emphasis added*

* a roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road. [COMAR 08.07.02.02.B.(10)]

** right-of-way of a public road is defined as that land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public road. [COMAR 08.07.02.02.B.(8)] Right-of-ways of a public road that has not been surfaced with either stone, shell, concrete, brick, asphalt, or other improved surface material is exempt. [COMAR 08.07.02.03A.(2)]

To determine if a permit has been issued:

A website query is currently being developed which will allow the public to query an address or the city to determine if a permit has been issued. This will be located on the MD Forest Service website. The query can only indicate if a permit has been issued. *A negative response from the Roadside Tree Permit Query may indicate that either a roadside tree permit was not requested at this address or that there are no roadside trees at this address (and no permit is required).* Please remember that all applicants receive a paper permit and can submit these as requested.

If the applicant needs a roadside tree permit, a permit can be obtained at:

To obtain a permit: <http://www.dnr.state.md.us/download/060905rtp.doc>

Mail the completed form to: http://www.dnr.state.md.us/forests/art/county_map.asp

To learn more about Roadside Tree Law: <http://www.dnr.state.md.us/forests/programapps/newrtlaw.asp>

For further information, please contact:

Eastern Region:	Central Region:	Southern Region:	Western Region:
(Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)	(Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	(Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	(Allegany, Frederick, Garrett, and Washington Counties)
Kathy Kronner MD Forest Service (410)-543-1950 kkronner@dnr.state.md.us	Tod Ericson MD Forest Service (410) 836-4578 tericson@dnr.state.md.us	Horace Henry MD Forest Service (410) 360-9774 hhenry@dnr.state.md.us	Becky Wilson MD Forest Service (301) 777-5591 bwilson@dnr.state.md.us

Marian Honeczy, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at mhoneczy@dnr.state.md.us

Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401

410.260.8DNR or toll free in Maryland 877.620.8DNR • www.dnr.maryland.gov • TTY users call via Maryland Relay



Roadside Tree Permit – Typical Situations

9/17/09

